



Stafford Manor High School

Progress and Learning Committee
Monday 24th September 2018, 5.15pm, Stafford Room

Enc 1

Minutes

Present	Viv Evans (Chair), Ali Summers, Richard Lycett (Headteacher), Catherine Phillips, Trish Follows and Emma Philpott-Watkin.
In Attendance	Kieran Delaney (Deputy Headteacher), Phil Manfredi (Behaviour, Safety and Partnership Director) and Bron Powell (Clerk to Governors)
Absent	Craig McKenzie (only reappointed 24/09/18 to FGB) and Anna Klosowski.

All governor questions are identified thus:

 **Questions in bold italic.** Actions are highlighted on electronic copies in yellow.

1.	Welcome and Apologies – the Committee was welcomed to the meeting, there were apologies from AK which were accepted.	
2.	Pecuniary Interest – None	
3.	Agreed any other business – None	
4.	Committee membership – No changes.	
4.	Election of Chair and Vice Chair – VE was nominated and it was agreed unanimously that she serve a further term of office until Autumn 2018. In the absence of CM it was agreed to leave the election of a vice chair pending.	
5.	Confidentiality – Governors were reminded on the agenda that all discussions that take place during a Governing Body meeting remain confidential to that meeting.	
6.	Minutes to be agreed – Monday 11 th June 2018. The minutes were approved as a true and accurate record of the meeting. Two copies were duly signed for retention in school.	
7.	Matters Arising - from meeting held Monday 11th June 2018.	
	Item no	Action
	11	It was agreed that headline figures will be sent out to all Governors and will focus on attainment data. It will be noted that this
		Outcome
		Completed by KD:- KS5 16/08/18 & KS4 24/08/18

	information can change. To be emailed out on Friday 24 th August by Clerk to Governors.	
12	The Safeguarding Policy and Procedures will need to be revised, RL and AB have this in hand. The policy should be local to the school, guidance will be sought to ensure this is workable.	VE as Safeguarding Link Governor has received and agreed the policy, subject to minor amendments. It will now go to the FGB 03/12/18 for ratification.
13	Governors asked if the school insurance policy is fit for purpose regards support staff dealing with medical incidents. Governors asked what the ratio of 1st Aiders to students was and were we compliant.	Guidance on 1 st aid in school sent to AS and VE 22/06. Medication in school information sent to VE 15/06 and AS 25/06. SMHS compliant with ratios of 1 st aiders.
14	How many students have EHC Plans – AB will have this information to hand and will be asked to add the number to her report or to inform the Board should any substantial change occur.	As of 06/09/18 - 1 pupil in year 11 on an Education Healthcare plan, one has recently gone through to appeal for a Year 8 pupil instigated by parent, and AB will be looking to start one for a Year 7 pupil who has just joined SMHS. It was confirmed that the appeal by the parent of a year 8 student is still awaiting a decision.
14	Supporting Students with Medical Conditions - It was agreed that this policy be reviewed at the second meeting in the new academic year.	To go onto the agenda for the meeting to be held 12/11/18.

Attendance, behaviour and punctuality – data circulated within the call out papers.

8. PM explained the data to Governors and how it would build up over the forthcoming year.
- 🔴 **Governors asked how the Year 7 students were settling in** – they were informed that the group were doing very well with just one persistent absentee (PA) who is receiving support. There is one PA in Year 11.
- Late unauthorised summer holidays do affect attendance statistics. PM told Governors that attendance and behaviour is promising so far this term. Any students falling below the minimum attendance have already received letters regards this and plans are in place.
- It was noted that the percentage of exclusions was lower last year.
- PM was thanked for his report and hard work. **5.56pm PM left the meeting.**

Review of GCSE results 2018

9. KD was thanked for the information and initial analysis sent so promptly following the announcement of the results.
- Page 1 of enclosure 3 pertained to Progress 8, our figures are compared to those of 180K students.
- 🔴 **Governors asked if the data was the most recent and included any re-marks** – They were assured that there has been no real change since this was produced. There had been 3 successful remarks with 1 still awaited. On the 27/09/18 the school can access the checking exercise.
- KD stated that there has been a slip in Progress 8 from last year with History and the Open Bucket subjects key areas to work on. English, Maths and Science attainment is higher than all other subjects (except BTEC HSC) and progress in Science and Maths is looking to be above national. Early signs are that we are well above floor standard although it was pointed out this is

	<p>the last year that that floor standard will be used. SMHS is looking for alternative qualifications for bucket 3.</p> <p>Fewer students got Maths and English this year. KD is mindful of what needs to be changed and a plan has been put into action. Details were shared with Governors. In English attainment was in-line with Maths but progress was not as strong. This is a key focus for the school. There were staffing issues which were a challenge and have been addressed.</p> <p>In Maths there was a 20% difference on last years' results at Level 4 which was noted amounts to 8 students approximately.</p> <ul style="list-style-type: none"> 🔴 Governors were asked if the mismatch was handled differently this year – KD acknowledged that it had been but that they had learnt from this. The English department last year were not established, SLT are more confident this year, with strategies in place. There is confidence that Core areas are moving in the right direction. <p>See confidential appendix item 1.</p>
10.	<p>Learning – Assessment reporting procedures 2018/19</p> <p>The annual plan was made available.</p> <p>Parents receive a report annually and there is a parents evening held each year.</p> <p>This year there will be assessment twice a year. Year 11 will have 3 assessment points.</p> <p>Key Stage 3 will have external assessments in English, Maths and Science. Data will be shared on the performance of students amongst teachers in all subjects to identify any trends or anomalies.</p> <p>The GL Assessments will also provide a clearer picture of students' starting points for all subject areas. Alister Barnes is responsible for this area of work which will run alongside Pixl. There are a reduced number of collection points but they will be more meaningful.</p>
11	<p>Progress – Priorities/Targets for 2018/19 to address emerging issues. Year 7 data entry and context.</p> <p>A table listing the Year 7 intake for the last 3 years was distributed to Governors. The increase in numbers from Burton Manor was noted. There had been science projects done with feeder schools last year which may have contributed to this.</p> <p>Data indicates they are not as strong as the current Year 8. There are a similar number of Pupil Premium students but the proportion is lower. AS represents those who achieved the standard while NS are those who did not. The baseline achievement profile of intake is still below national standards.</p> <ul style="list-style-type: none"> 🔴 Governors asked how many were working at greater depth – the committee were informed 11 were (upon checking data this is 16). 🔴 Governors asked how this years' Year 7 compared to last years' Year 11 when they were in Year 7 – this is difficult to compare as a different assessment was in place. Our current year 8 are the group who started with Scale Scores. Our current year 11 is the strongest year group out of years 9, 10 and 11. The Pupil Premium gaps were large for the current Year 7 against national and non Pupil Premium students.
12	<p>Safeguarding update</p> <ul style="list-style-type: none"> 🔴 Governors sought confirmation re: training and policy updates.

	<p>It was confirmed that Safeguarding training took place at the beginning of term. All staff have read Keeping Children Safe in Education (KCSIE) part 1 and 5, part 5 is not a legal requirement but is good practice. The Safeguarding Policy is now up to date and in line with the new requirements introduced on the 3rd September 2018. Level 1 training was completed for all staff who needed to do it.</p> <ul style="list-style-type: none"> 🚫 Governors asked if there were any new volunteers in school that required risk assessing – There is one in maths. Risk assessments have always been carried out. 🚫 Governors asked if any information had been received from the Local Authority regards any changes in procedures – it was confirmed that nothing had been received as yet however RL is to attend the Designated Lead briefing to be held in November. 🚫 Governors asked if the updated KCSIE could be circulated to all governors. It was agreed and that the whole document would be sent out so governors are aware of their new responsibilities.
13	<p>Policies and Procedures</p> <p>School Behaviour – page 5 site to read sight.</p> <ul style="list-style-type: none"> 🚫 Governors asked if students have a copy – there is a copy on the school website. All students are aware of the consequences system. RL gave a positive update on behaviour standards re: appearance and lesson starts. 🚫 Behaviour Principles Written Statement – page 1 body to read Board. <p>Exam Contingency Plan –</p> <ul style="list-style-type: none"> 🚫 Governors asked if staff sign to confirm that they have read this policy – as yet this is not done but it would be a good idea to have a meeting with staff concerned to introduce this policy. <p>Non-examination Assessment</p> <p>All policies were approved by the committee with the review for all being the Autumn term 2019. All to be signed and kept on file and updated for staff to access electronically.</p>
14	<p>Any Other Business – as agreed in item number 3 – No item was raised.</p>
15	<p>Confidentiality - There was one item under agenda item number 9 identified as being required to be placed on a confidential appendix.</p>
16	<p>Date and Time of Next Meeting – 12th November 2018 at 5.15pm</p>

The meeting ended at 7.05pm

Signed - Chair of Progress and Learning Committee

Date – 12th November 2018

Actions required

Item no	Action	Responsibility of/deadline	Outcome
4	It was agreed to leave the election of a vice chair pending.		
7.12	Safeguarding Policy will now go to the FGB 03/12/18 for ratification.		
12	KCSIE 2018 to be circulated to all Governors and to sign once this is received and read	BP emailed to all Governors 25/09/18, to be signed as read/noted 03/12/18.	
7.14	Supporting Students with Medical Conditions to go on to the agenda 12/11/18		

draft Confidential